

**Department of Parks and Recreation
City of Columbus, Indiana
Grant Application**

Grant applications will be initially reviewed by a sub-committee comprised of two members of the Parks and Recreation Board, the Parks and Recreation Director, the Director of Business Services for Parks and Recreation, and one Parks and Recreation staff member who is involved with programming (to be appointed by the Director of Parks and Recreation). The Grant Review Sub-Committee will make a recommendation to the full Parks and Recreation Board for their consideration and a final decision.

Grant deadlines: The 10th of the month at 4 p.m. If the 10th of the month is a holiday or weekend, the deadline moves to Monday or the day after the holiday. Grant proposals will be added to the Parks and Recreation Board Agenda for review the month after the proposal is submitted. Monthly Park Board Meetings typically take place the second Thursday of the month at 4 p.m. in the City Hall Council Chambers. It is recommended that grant applicants plan to attend the meeting when their grants are under review.

Organizations that are awarded grants will be invited to present final outcomes to the Parks Board at a monthly meeting at the conclusion of the grant project. All projects should be completed in 12-months.

Grants Proposals may be sent to: Director, Columbus Parks and Recreation, Donner Center, 739 22nd Street, P.O. Box 858 Columbus, Indiana, 47202.

The Department of Parks and Recreation will make grants throughout the year in four Fields of Interest that have the greatest potential to impact the City of Columbus and the Department of Parks and Recreation. Grant projects/programs should strategically align with the mission of the Department of Parks and Recreation. Projects or programs that are low-to-no cost to the public are preferred. Operating costs are not eligible.

The four Fields of Interest are:

1. Art & Cultural Activities
2. Community Development
3. Life-long Learning
4. Health & Wellness

PROPOSALS MUST BE TYPED OR WORD PROCESSED.

Proposals must include:

- () *Completed application
- () *Budget for project, include all revenue (realized and pending), in-kind contributions, and expenditures
- () *Most recent financial audit or year-end financial statement
- () *List of members of governing board
- () *Annual operating budget, current month, and year-to-date financial statement; include income statement and year-end balance sheet
- () *Copy of 501(c)(3) tax exemption ruling from Internal Revenue Service

Not including any of this material could cause the application to be removed from consideration.

1. APPLICANT ORGANIZATION CONTACT INFORMATION

Organization name:

Mailing address:

City, State, Zip:

Telephone:

EIN (Tax exempt) #:

Organization website:

Executive Director/Authorizing Official:

Grant contact name and title:

Grant contact telephone:

Grant contact e-mail:

Project/Program dates:

Project/Program title:

Total cost of the proposed Project/program: \$

Grant request amount: \$

Sponsor Information (If your organization is not a 501 (c) (3) not-for-profit, a fiscal sponsor is required.)

Fiscal sponsor organization name:

EIN of fiscal sponsor (tax exempt) #:

Fiscal Sponsor Executive Director/Authorizing Official

GRANT REQUEST SUMMARY

Organization: What are the mission, goals and objectives of your organization?

Narrative: Briefly describe your request for a grant.

Need: What are the issues this project is addressing? How does it fulfill the Four Fields of Interest and align with the mission of the Department of Parks and Recreation?

Purpose and evaluation: What will this project specifically accomplish and how will the results be evaluated?

Impact: Who will be served by this project? How many will be served? What is the geographic area served?

Competence: What evidence can you give of the ability of your organization to implement this project? Please include a timeline of planning and implementation.